

IN THE IOWA DISTRICT COURT FOR THE SEVENTH JUDICIAL DISTRICT OF IOWA

IN RE THE CONVERSION OF PAPER)
)
FILES TO ELECTRONIC DOCUMENTS)

No. 2014-05

2014 JUL 22 PM 1:28

ADMINISTRATIVE ORDER OF DISTRICT CLERK
SCOTT COUNTY, IOWA

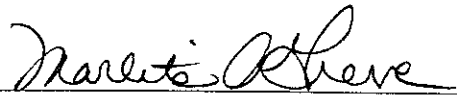
Iowa Court Rule 16.102 authorizes the chief judge to order the conversion of paper court files to an electronic file of any case not subject to the Rules Pertaining to the Use of Electronic Document Management System (EDMS). It is in the best interest of all for the Court to have access via EDMS to pending files that exist at the time a county clerk office implements EDMS. Accordingly:

IT IS SO ORDERED THAT:

1. Each Clerk of Court of the Seventh Judicial District may take action to convert paper case files that are pending and will likely appear on a future court schedule as soon as implementation of EDMS begins in their respective counties.
2. The Clerk shall work with the Court to identify specific documents that are to be scanned in each case type. Upon implementation of electronic filing in the county, the security level of these electronic records shall be as identified by the EDMS Business Advisory Committee.
3. The Clerk shall send the Notice Regarding Electronic Filing to the attorneys and parties appearing pro se.
4. Once notified, counsel of record or parties appearing pro se shall apply the rules pertaining to protection of personal privacy (Iowa Ct. R. 16.602 through 16.607) to all future filings in that case.
5. After being notified of commencement of the electronic filing in that county, attorneys, parties appearing pro se, and all others shall file all future filings on that case electronically.

The original of this order shall be filed in the Scott County Clerk of Court office, with a copy provided to each Clerk's office in the district. A copy shall also be provided to the Court Administrator, Kathy M. Gaylord.

Dated: July 22, 2014.


Marlita A. Greve, Chief Judge
Seventh Judicial District of Iowa